



# MONTANA URBAN & COMMUNITY FORESTRY GRANT PROJECT REPORT FORM

Community: \_\_\_\_\_ Federal Tax Identification Number: \_\_\_\_\_

Grant Program Requesting Payment For (i.e., Arbor Day, Tree City USA, Program Development or Tree Planting and Care):

Payment Mailing Address: \_\_\_\_\_

Total Reimbursement Amount Requested (all receipts must be included): \_\_\_\_\_

Total Matching Amount Claimed (all receipts must be included): \_\_\_\_\_

Total number of volunteers involved in all aspects of the project \_\_\_\_\_

Estimated total volunteer hours \_\_\_\_\_

Notes:

## REPORTING INFORMATION!!!

**Arbor Day & Tree City USA Grants require a 35% match in addition to the grant amount.**

(Example: \$400 grant award x 35% match requirement = \$140 match).

**Program Development and Tree Planting & Care Grants require a 100% match in addition to the grant amount.**

(Example: \$1000 grant award x 100% match requirement = \$1000 match).

**Receipts/invoices are required for all reimbursable and matching expenses claimed.**

As per the Grant Agreement, communities will be reimbursed for actual costs not to exceed the grant amount. If receipts total more than the specified grant amount, the community will be responsible for all additional costs.

<i>Project Expense</i>	<i>Quantity/Hourly Rate or Piece Rate</i>	<i>Grant Fund Requested</i>	<i>Cash</i>	<i>Donated or In- kind Service</i>	<i>In-kind</i>	<i>Total</i>
TOTAL						

Please mail this report and all receipts to:

**Montana DNRC, Urban and Community Forestry Program, 2705 Spurgin Road, Missoula, Montana 59804-3199**

All projects must be completed by no later than June 30th.

Community: \_\_\_\_\_ Federal Tax Identification Number: \_\_\_\_\_

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